

# Electronic Case Files CM/ECF



“Leading the way to Electronic Case Filing”

## User Manual

Middle District of Florida

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# **Electronic Case Files System User's Manual**

(Last revision: June 2004)

## **Getting Started**

### **Introduction**

This manual provides instructions on how to use the Electronic Filing System to file documents with the court, or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of Netscape or Internet Explorer and Adobe Acrobat.

### **Help Desk**

Telephone the Court's Help Desk at 1-866-434-3985

### **ECF System Capabilities**

The electronic filing system allows registered participants with Internet accounts and Netscape or Internet Explorer software to perform the following functions:

- Access the Court's web page
- View or download the most recent version of the User's Manual
- Train personnel on a training system comparable to the official "live" system
- Electronically file pleadings and documents in actual ("live") cases
- View official docket sheets and documents associated with cases
- View various reports (*e.g.*, Cases Filed Report, Calendar (for cases filed electronically) )
- Download Netscape or Internet Explorer Browser and Portable Document Format (PDF) configuration information

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# Requirements

## Hardware and Software Requirements

The hardware and software needed to electronically file, view and retrieve case documents are the following:

- A personal computer running a standard platform such as Windows, Windows 95, 98, 2000, XP or Macintosh
- An Internet provider using Point to Point Protocol (PPP)
- Netscape Navigator software version 4.6 or higher or Internet Explorer 5.5 or higher.
- Software to convert documents from a word processor format to portable document format (PDF)
- A scanner to transmit documents that are not in your word processing system.  
**Note: This would only be used for documents that cannot be produced electronically. Scanned documents lessen the level of service we provide by slowing down the entire system. We are moving away from the utilization of scanned documents inside the Court and are asking you to do the same when possible.**

**Note:** For additional information and known problems, refer to Technical Notes (*Appendix I*).

## PACER Registration

ECF users must have a PACER account with the Court in order to use the Query and Report features of the ECF system. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 or (210) 301-6440 for information or to register for an account. Also, you may register for PACER online at <http://pacer.psc.uscourts.gov>.

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## Registering for Access to ECF

Participants who have never used the system must contact the Court to obtain a registration form for the CM/ECF system. Registration forms can be obtained at our website at [www.flmd.uscourts.gov](http://www.flmd.uscourts.gov) or by calling the Court at the numbers below. Participants may also use these opportunities to discuss the system requirements and the court's training assistance.

### Toll Free Help Desk

**1-866-434-3985**

The completed registration form should be mailed to the appropriate address listed below for processing.

United States District Court Clerk's Office  
80 North Hughey Avenue, Room 300  
Orlando, FL 32801

United States District Court Clerk's Office  
300 North Hogan Street, Suite 9-150  
Jacksonville, FL 32202

Once an account has been established, your login and password will be sent to you by the Office of the Clerk by regular, first-class mail, or via e:mail.

Registered users can visit a training version of the system on the Internet at <http://ecf-train.flmd.uscourts.gov> to practice ECF activities. It is strongly recommended that participants take advantage of filing documents in the training database before filing documents in the "live" ECF database.

**Note: A different set of logins and passwords are issued for the training and live systems.**

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## Preparation

### Setting Up the PDF Reader

In order to view documents filed on the system, users must install a PDF reader. All pleadings are in PDF format. When installing this product, please review and follow the provider's directions to utilize the PDF reader after installation.

### Portable Document Format (PDF)

Only PDF (Portable Document Format) documents may be filed with the court using the court's Electronic Filing System. Before filing the document with the court, users should preview the PDF formatted document to ensure that it appears in its entirety and in the proper format (refer to Technical Notes in *Appendix I* for known problems) .

### How to View a PDF File

- Start your PDF program.
- Go to the ***File*** menu and choose ***Open***.
- Click on the location and file name of the document to be viewed.
- If the designated location is correct, and the file is in PDF format, your PDF program loads the file and displays it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.
- Click on the ***View*** menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

### How to Convert Documents to PDF Format

You must convert all of your documents to PDF format before submitting them to the Court's ECF system.

The conversion process is relatively simple and can be accomplished in one of two ways depending on the word processing program you are using.

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## For WordPerfect:

### Version 6.1 and Higher

- Open the document to be converted.
- Select the ***Print*** option and in the dialog box select the option to change the selected printer. A drop down menu with a list of printer choices is displayed.
- ***Select your PDFWriter.***
- “Print” the file. The file should not actually print out; instead the option to save the file as a PDF format file appears.
- Name the file, giving it the extension **.PDF**.
- Accept the option and the file is converted to a PDF document.

### Version 9

- Use above method or:
- Open the document.
- Click on the ***File*** menu and select, ***Publish to PDF.***
- ***Save the file as a PDF file, giving it a .PDF extension.***
- The file is now in a PDF format under the newly designated name, and the original document remains in its original form under the original name.

## For Microsoft Word 95 or later:

- Open the document.
- Click on the ***File*** menu and select, ***Create PDF.***
- ***Save the file as a PDF file, giving it a .PDF extension.***
- The file is now in PDF format under the newly designated name, and the original document remains in its original form under the original name.



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## Other word processing programs:

- Open the document to be converted.
- Select the **Print** option and in the dialog box select the option to change the selected printer. A drop down menu with a list of printer choices is displayed.
- Select **PDFWriter**.
- “Print” the file. The file should not actually print out; instead the option to save the file as a PDF format file appears.
- *Name the file, giving it the extension .PDF .*
- Accept the option and the file is converted to a PDF document.

*Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere. At that point, change the printer to PDFWriter, and follow the directions above.*

## Basics

### User Interactions

There are three general types of user interactions allowed by the system:

- Entering information in data fields
- Using command buttons to direct system activities
- Clicking on hyperlinks

Command buttons and hyperlinks are used to instruct the system what to do next.

### Conventions used in this Manual:

- Data to be entered by the user is shown enclosed in angle brackets: <data to be entered>.
- Command buttons are represented in this manual in **[bracketed boldface type]**.
- Hyperlinks are represented in **underlined boldface type**.

(Note: the most commonly used hyperlink, **Main Menu**, appears near the top of most screens just below the Netscape menu buttons.)

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## **Documents Filed In Error**

A document incorrectly filed in a case may be the result from a) posting the wrong PDF file to a docket entry; b) selecting the wrong document type from the menu; or c) entering the wrong case number and not discovering the error before the completing the transaction.

To request a correction, please telephone:

**Toll Free Help Desk**

**1-866-434-3985**

as soon as possible after an error is discovered. You will need to have the case number and document number for which the correction is being requested. If appropriate, the court will make an entry indicating that the document was filed in error. You will be advised if you need to re-file the document. The ECF system will not permit you to change the misfiled document(s) or incorrect docket entry after the transaction has been accepted.

## **Viewing Transaction Log**

This feature, selected from the **Utilities Menu**, allows you to review all transactions ECF has processed with your login and password. If you believe or suspect someone is using your login and password without permission, change your password immediately, then telephone the Court's Help Desk at 1-866-434-3985 as soon as possible.

## **User's Manual**

You can download or view the most recent version of the ECF User's Manual (in PDF format) at the District Court's website which is available at [www.flmd.uscourts.gov](http://www.flmd.uscourts.gov).

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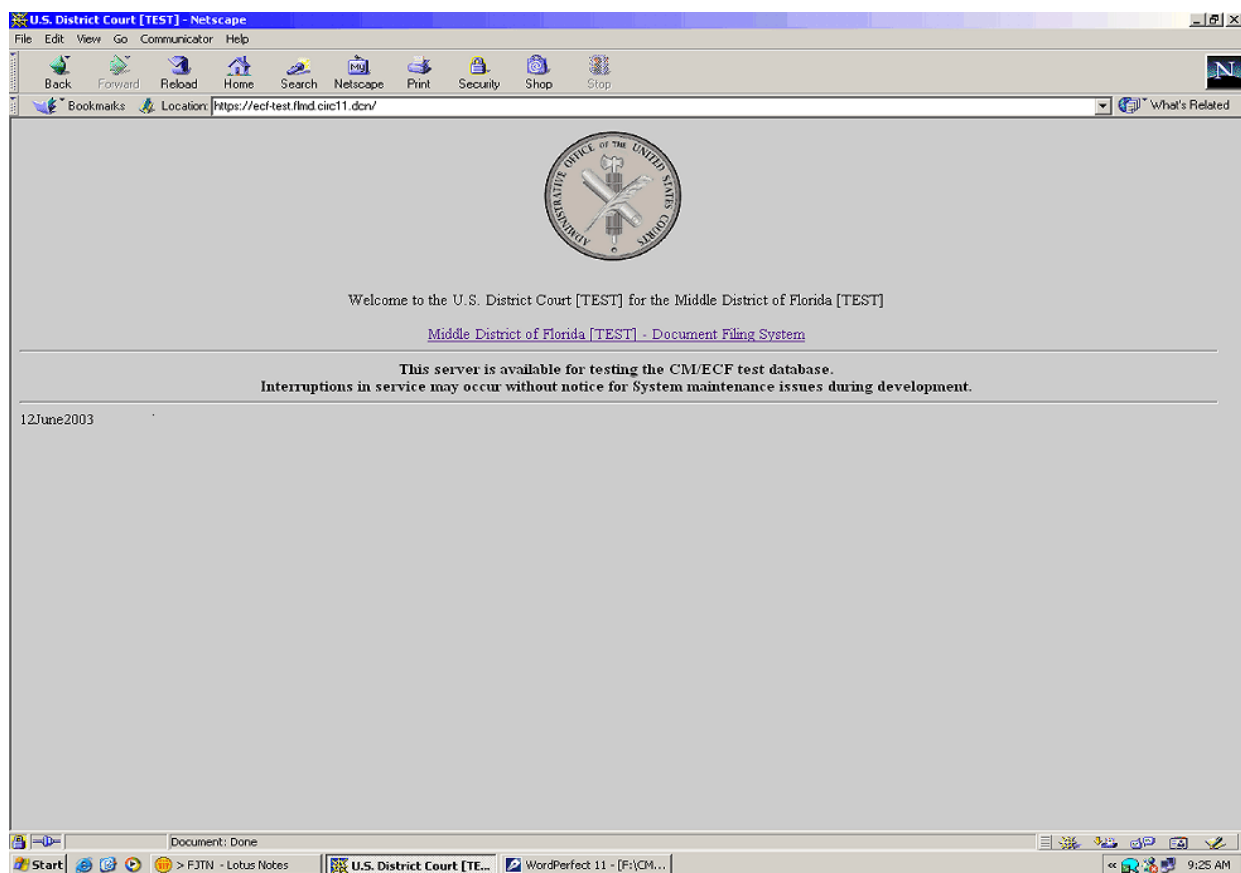
## A Step-By-Step Guide

Below is a step-by-step guide for entering the system, preparing a document for filing, filing a motion or application, and displaying a docket sheet. We suggest that you go through the steps on the training data base before trying to actually file a document.

### How to Access the System

Users can get into the system via the Internet by going to:

<http://ecf.flmd.uscourts.gov>



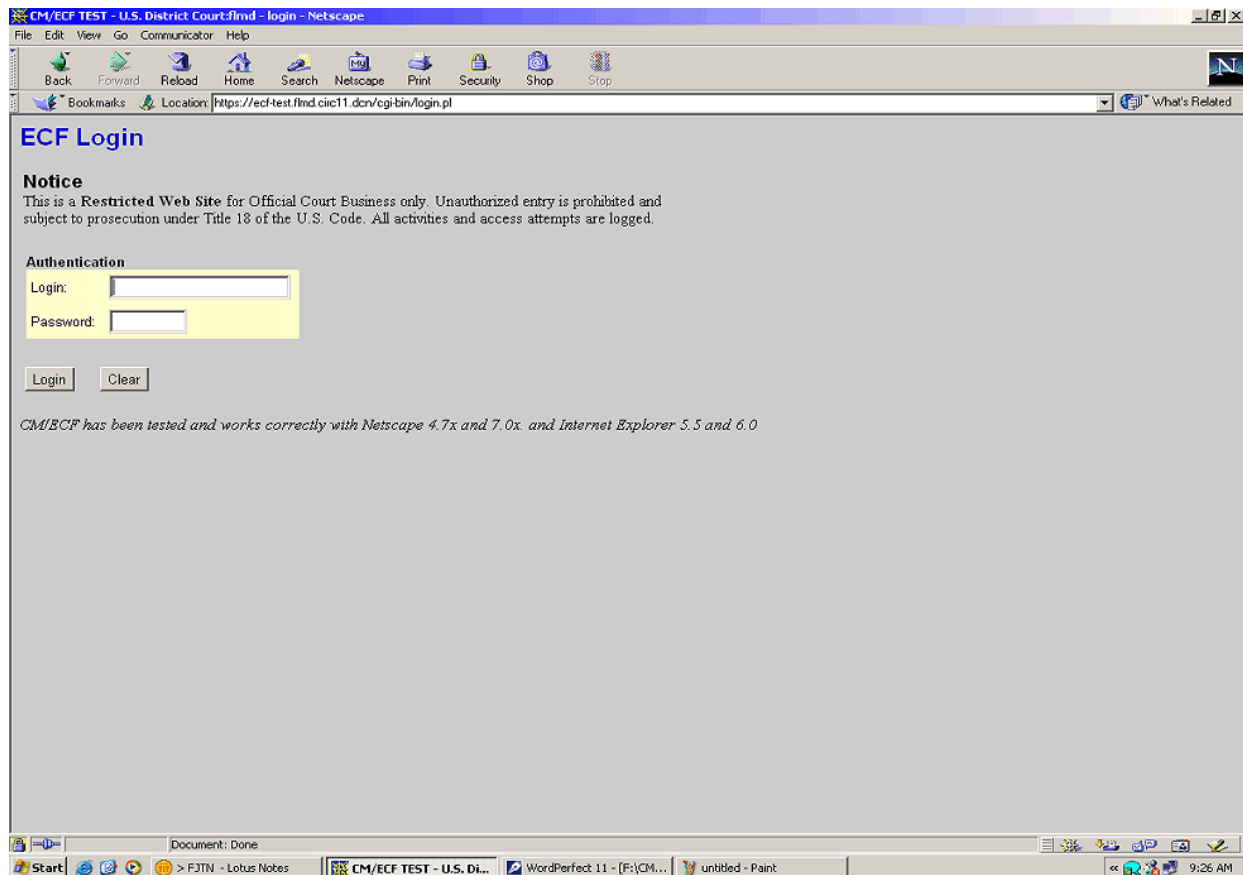
Or, you may go to the Middle District of Florida's web site at [www.flmd.uscourts.gov](http://www.flmd.uscourts.gov) and click on the CM/ECF link then click on the "Link to Electronic Case Files" under the District Court heading.


A login and password is required to file a document or train to file a document. Select the ***Document Filing System***. Note: This information is current and is available for viewing immediately after the transaction is completed.

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## Logging In

The next screen is the login screen.



- Enter your ECF Login and User Password in the appropriate data entry fields. Then click on the **Login** button to transmit the information to the system. If an error is made before you have submitted the screen, the **Clear** button allows you to clear the Login and Password entries so they may be re-entered.
- If an invalid combination has been submitted, the system responds with an error message. Click on  , then re-enter your login and password.
- The entry of a valid login and password combination prompts the system to display the **Main Menu**.

Once the Main Menu appears, choose from a list of **hyperlinked** options on the top bar.



**\*\* Note** that the date *you last logged into the system* appears at the bottom left corner of this screen. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please telephone the court's Help Desk at 1-866-434-3985 as soon as possible.

The following information appears at the bottom of above screen, (you may have to scroll down to see all of this):

*This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rules of Civil Procedure # 11. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials.*

*Welcome to the U.S. District Court for the Middle District of Florida Electronic Document Filing System. This page is for the use by attorneys and firms participating in the electronic filing system. The most recent version of the Netscape or Internet Explorer browser and the Adobe PDF reader can be obtained by selecting the Netscape/Explorer/PDF Settings option listed below.*

*You should become familiar with the navigational capabilities of your Netscape browser. Most screen displays in this system are split to provide a small top frame for Netscape. Review Netscape's frame capability for new navigation tips.*

*Netscape/Explorer/PDF Settings*

**\*\* Last login: 04-13-2001 09:38  
9 January 2001**

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## Selecting ECF Features

ECF provides the following features that are accessible from the Blue menu bar at the top of the opening screen.



<b><u>Civil</u></b>	Select <b><u>Civil</u></b> to electronically file all civil case pleadings, motions, and other court documents.
<b><u>Criminal</u></b>	Select <b><u>Criminal</u></b> to electronically file all criminal case pleadings, motions, and other court documents.
<b><u>Query</u></b>	You can query ECF by specific case number, party name, or nature of suit to retrieve documents that are relevant to the case. You must login to PACER before you can query ECF.
<b><u>Reports</u></b>	Choose <b><u>Reports</u></b> to retrieve docket sheets and cases-filed reports. You must login to PACER before you can view an ECF report.
<b><u>Utilities</u></b>	View your personal ECF transaction log and maintain personal ECF account information in the <b><u>Utilities</u></b> area of ECF.
<b><u>Logout</u></b>	This feature allows you to exit from ECF and prevents further filing with your password until the next time you log in.

## Civil Events Feature

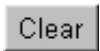

Registered filers will use the Civil Events feature of ECF to electronically self-file and docket with the Court a variety of pleadings and other documents for civil cases. See the list of ECF events attached to the back of this manual. The following portion of this manual describes the basic steps that you need to follow in order to file a single motion with the Court. The process is consistent regardless of the event.

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## General Rules and Manipulations

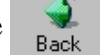
### Manipulating the screens:

Each screen has the following two buttons:

-  clears **all** characters entered in the box(es) on that screen.
-  accepts the entry just made and displays the next entry screen, if any.

### Correcting a mistake:



Use the  button on the Netscape toolbar to go back and correct an entry made on a previous screen. However, once the document is transmitted to the court, only the court can make changes or corrections.

### Signatures: Affidavits of Service

- Documents which must contain original signatures or which require either verification or an unsworn declaration under any rule or statute, shall be filed electronically with originally executed copies maintained by the filer. The pleadings or other document electronically filed shall indicate a signature, e.g., “/s/Jane Doe”.
- In the case of a stipulation or other document to be signed by two or more persons, the following procedure should be used:
  - (a) The filing party or attorney shall initially confirm that the content of the document is acceptable to all persons required to sign the document and shall obtain the physical signatures of all parties on the document.
  - (b) The filing party or attorney then shall file the document electronically, indicating the signatories, e.g., “/s/Jane Doe,” “/s/John Doe,” etc.
  - (c) The filing party or attorney shall retain the hard copy of the document containing the original signatures.

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## **Filing a Civil Complaint**

The Clerk will accept a complaint, notice of removal or other initial document and the accompanying civil cover sheet submitted on a disk or CD mailed or delivered to the Clerk.

- (1) If using a disk or CD, the filer must submit the initial filing in .pdf format.
- (2) The Clerk will scan and electronically file an initial filing submitted in paper format.
- (3) The filing fee must accompany an initial filing.

## **Filing Documents for Civil Cases**

There are nine basic steps involved in filing a civil document:

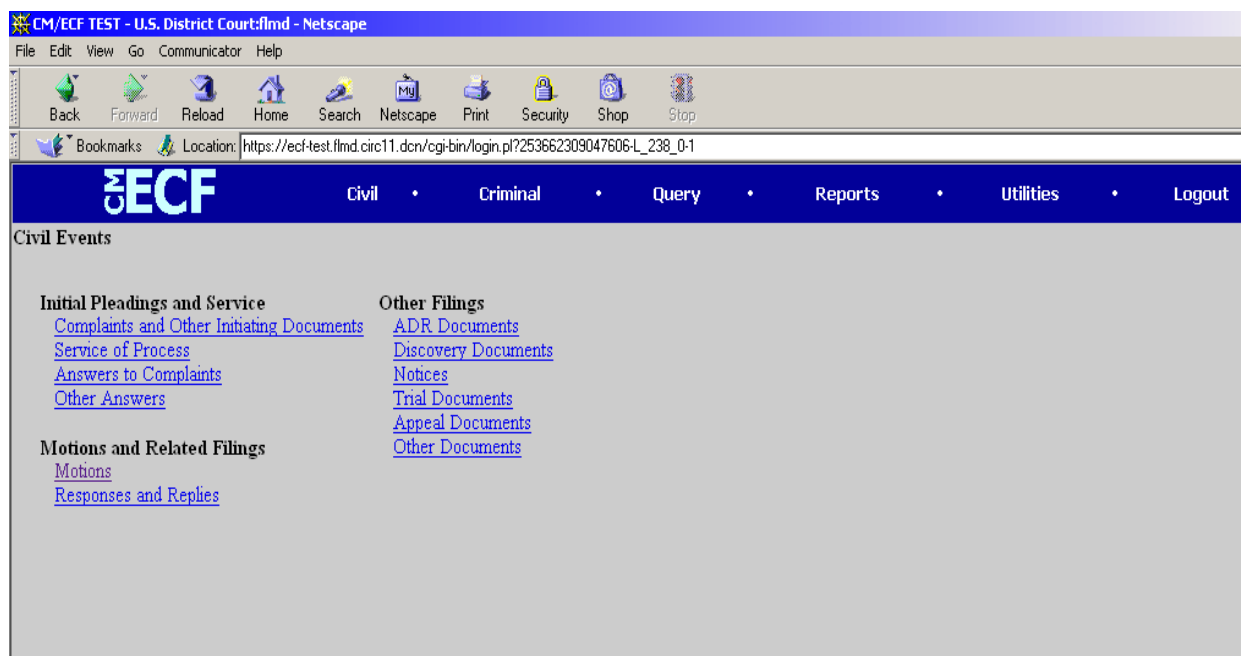
1. Select the type of document to file (see Attorney Event Menu);
2. Enter the case number in which the document is to be filed;
3. Designate the party(s) filing the document;  
Add/Create New Party
4. Specify the PDF file name and location for the document to be filed;
5. Adding Attachments;  
What to do when attachments are in paper format
6. Linking documents;
7. Modify the docket text as necessary;
8. Submit the pleading to ECF;
9. Receive notification of electronic filing.

After successfully logging into ECF, follow these steps to file a pleading.



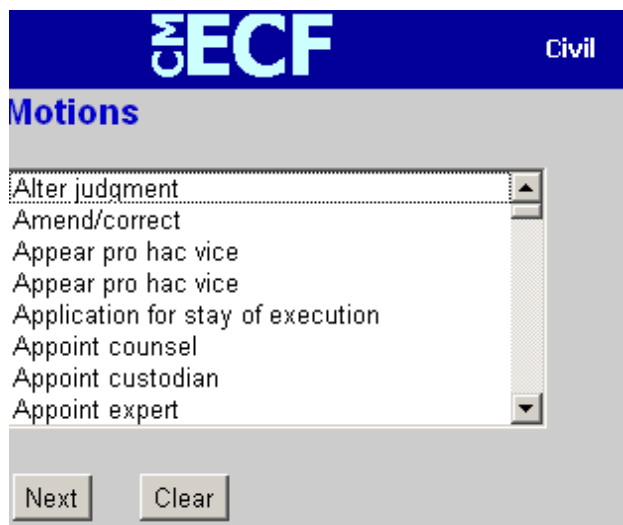
1. **Select the type of document to file**

Select Civil from the menu bar at the top of the ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.



Click on Motions, under the category of **Motions and Related Filings**.

The **Motions** screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion or application you wish to file. Once you have selected the motion(s) you wish to file, click on Next.






**Note:** To select multiple motions, press and hold down the Ctrl key, and click on the appropriate motions or applications.


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2. **Enter the case number in which the document is to be filed**

The screenshot shows the ECF Motions interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below this is a grey header area with the word 'Motions' in blue. The main content area is also grey and contains a 'Case Number' label above a text input field. The input field is highlighted in yellow, and a tooltip displays the accepted case number formats: '99-12345, 199-cv-12345, 1-99-cv-12345, 99cv12345, or 1-99cv12345'. Below the input field are two buttons: 'Next' and 'Clear'.

If the number is entered incorrectly, click  to re-enter. If the computer prompts that you entered an invalid case number, click on  to re-enter.

When the case number is correct, click on .

Recheck whether the case number is correct. If it is incorrect, click on  to re-enter the case number.

If it is correct, scroll down to the bottom part of the screen and click on .

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### 3. Designate the party(s) filing the document

**Motions**

6:03-cv-00926-PCF-KRS Affordable Tire, Inc. v. Eldan Scandinavian Recycling et al

Select the filer.

Select the Party:

Affordable Tire, Inc., [Plaintiff]  
Eldan Scandinavian Recycling, [Defendant]  
Wendt Corporation, [Defendant]

[Add/Create New Party](#)

Next Clear

Click on the name of the party(s) for whom you are filing the motion to highlight them and click on **Next**. OR, if you represent all defendants or all plaintiffs you may select a group by clicking in the circle next to the group.

### Add a New Party

You must first perform a search to see if your party is already entered in the ECF system. Type the first few letters for a company name or, for an individual, the first few letters of the party's last name.

SDSD District Version 1.0 - Candidate 3 - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Bookmarks Location: //ecf-v1.mowd.circ8.dcn/cgi-bin/login.pl?900545875244141-L-311\_0-1 What's Related

Instant Message Members WebMail Connections BizJournal SmartUpdate Mktplace Opening

**ECF** Civil Criminal Query Reports Utilities Logout

Search for a party

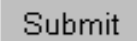
Last/Business name

Search Clear

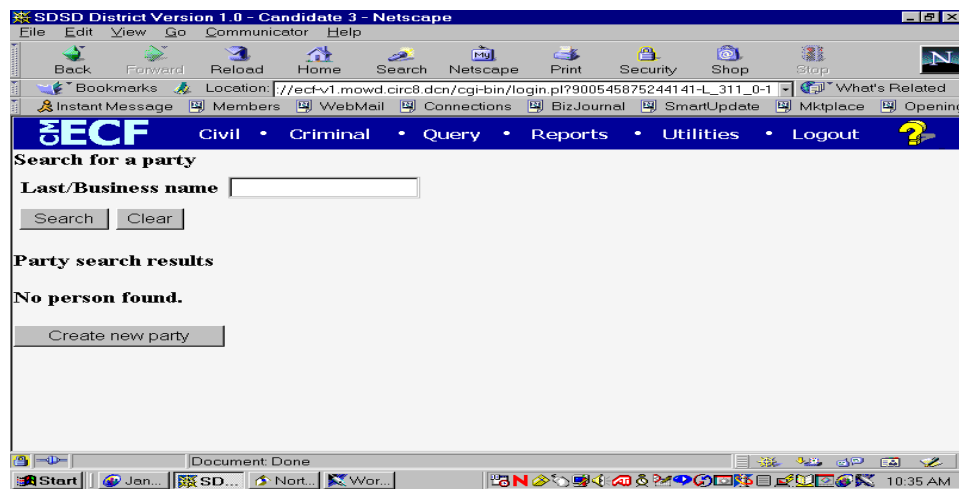
Document Done

Start Jan... SD... Nort... Wor... 10:33 AM

- Click on **Search**.

- 
- If a match is found, ECF will display a list of party names. If the name of the party appears, select it from the list and then click the **Select Name from List** button.
  - Review party information and be sure to **Select Party's role in this filing** and click on the correct role.
  - Click  .

If the party search returns **No person found**, you should contact the Clerk's Office.



After the initial complaint in a civil case is filed, if a party files a document that adds a new party to the case (e.g., an amended complaint, a third party complaint, etc.), the filer shall notify the Clerk before filing the document in order to have the new party added to the case.

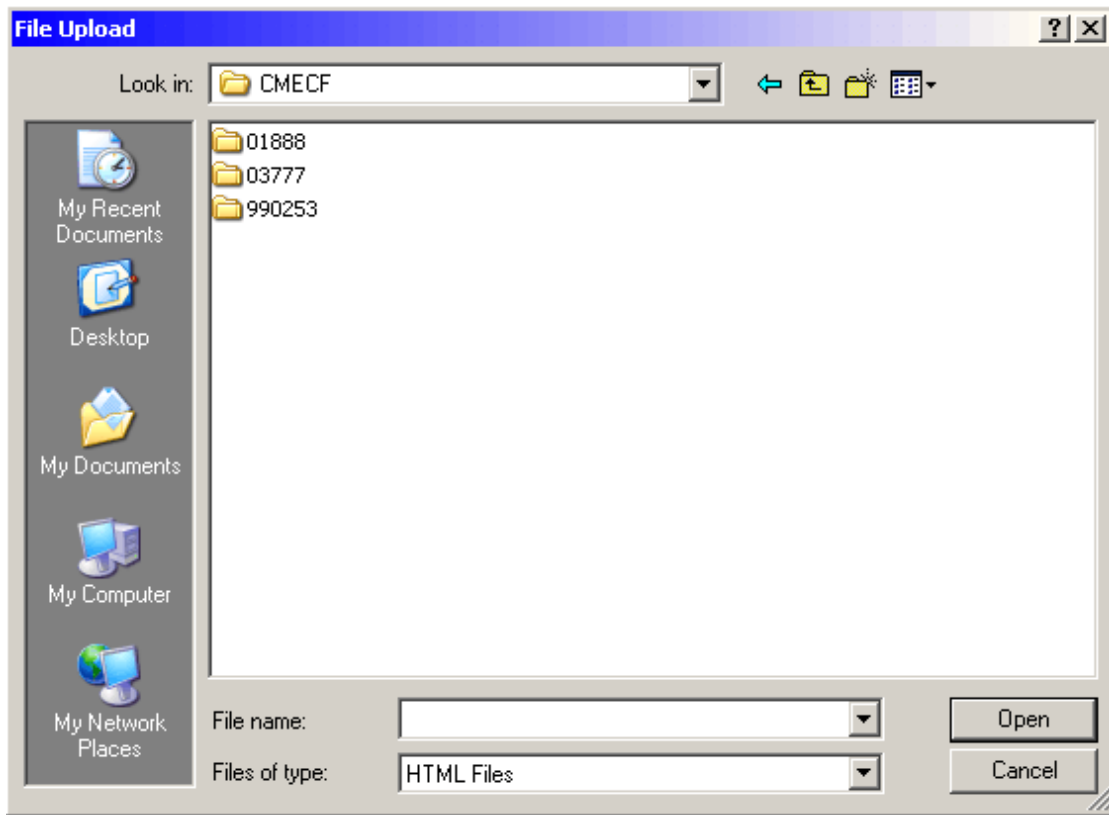
---

4. **Specify the PDF file name and location for the document to be filed**

ECF accepts the party or party you selected and refreshes the screen to display a new Motions screen depicted below. ECF displays a field for locating and entering PDF file of the document (pleading) you are filing in ECF. **The file MUST be in PDF format with a .PDF suffix. If not, it will not be readable by the system.** If an attempt is made to upload a non-PDF file, or make a standard docket entry without also submitting a document, an error message will occur.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue header with the ECF logo and navigation links for Civil, Criminal, and Que. Below the header, the page is titled "Motions". A case title is displayed: "6:03-cv-00926-PCF-KRS Affordable Tire, Inc. v. Eldan Scandinavian Recycling et al". Below the case title, there is a prompt: "Select the pdf document (for example: C:\199cv501-21.pdf).". This is followed by a "Filename" label and an input field. To the right of the input field is a "Browse..." button. Below the input field, there is a section for "Attachments to Document:" with two radio buttons: "No" (which is selected) and "Yes". At the bottom of the form are two buttons: "Next" and "Clear".

- Click on the **Browse...** button to navigate to the appropriate directory and file to select the document. This will open the screen shown on the following page. Use the mouse to select the directory in which the PDF version of the file is located.



If necessary, change the Files of type from:

HTML Files

to

Acrobat (\*.pdf)

or


All Files (\*.\*)

Navigate to the appropriate directory and file name to select the PDF document you wish to file. Highlight the file to upload to ECF.


**Note:** To verify that the document being filed is the correct document, after the file is selected, right click on the file name to bring up a quick menu and left click on open. The pdf document will open and can be viewed to verify that it is the correct document.

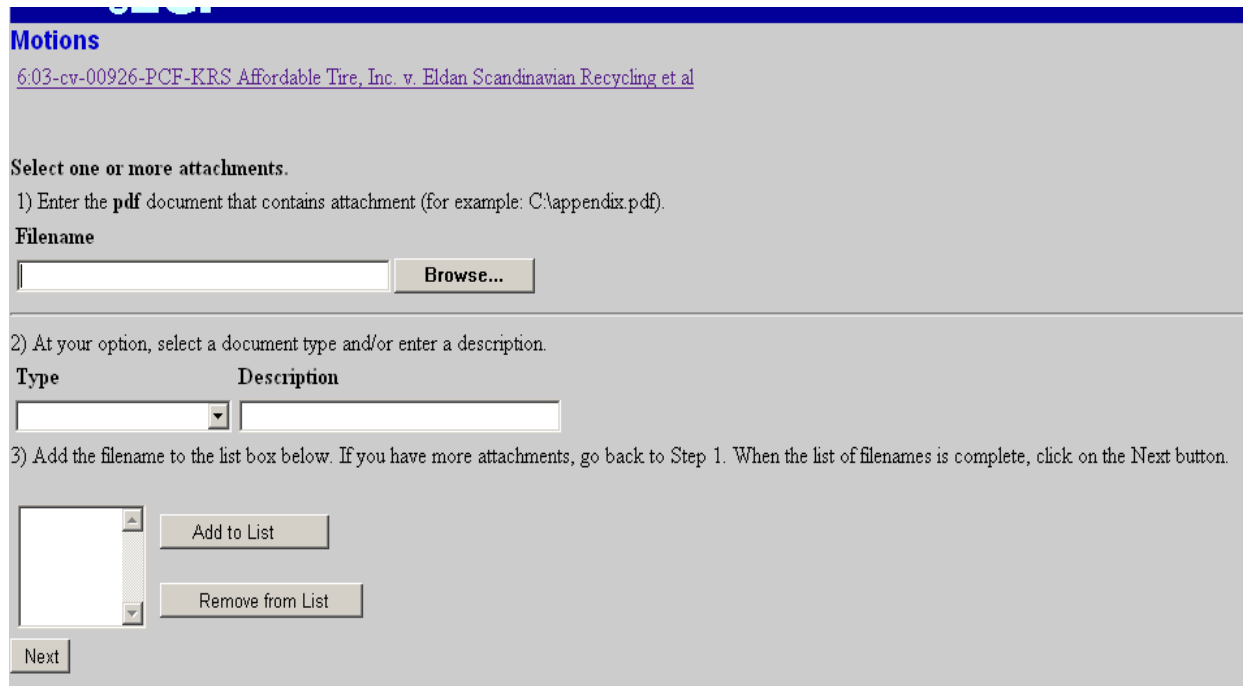
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Once you have verified the document is correct, minimize your PDF reader program and click on the **Open** button. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen. If you fail to select a document to file with your pleading, ECF will display an error message. Just click the **Back** key to choose your PDF document.

If there are no attachments to the motion, click on .

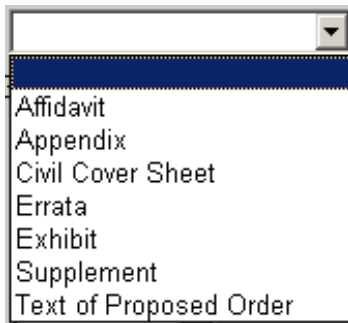
## 5. Adding Attachments to the Document Being Filed

If you have attachments to the motion (*e.g.* an exhibit, appendix, civil cover sheet, *etc.*), you will select the [Yes] button on the screen depicted on the previous page. Click on the  button. An additional screen is displayed (all exhibits must be attached to the motion, application or document being filed) which allows you to attach one or more documents. **Note:** The civil cover sheet should always be an attachment to your complaint.





The screenshot shows the 'Motions' screen in the ECF system. At the top, it displays the case name '6:03-cv-00926-PCF-KRS Affordable Tire, Inc. v. Eldan Scandinavian Recycling et al'. Below this, the instruction 'Select one or more attachments.' is followed by step 1: 'Enter the pdf document that contains attachment (for example: C:\appendix.pdf)'. A 'Filename' label is above a text input field and a 'Browse...' button. Step 2: 'At your option, select a document type and/or enter a description.' is followed by 'Type' and 'Description' labels above a dropdown menu and a text input field respectively. Step 3: 'Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.' is followed by a list box, an 'Add to List' button, and a 'Remove from List' button. At the bottom left is a 'Next' button.

- Click on  to search for and select the document.



- Under **Type of Attachment** click on the arrow and click on the type of attachment.

•To describe the attachment more fully, click in the **description** box and type in the description. Note: If you choose “Exhibit” in the drop down box, DO NOT type “Exhibit” in the description box.

- Click on  .
- If there are additional attachments, repeat this sequence for each one.
- After adding all .pdf documents for attachments, click on  .

**Note: For moderate length paper attachments, consider dividing them into two or more smaller attachments, scanning, and filing them electronically.**

When attachments, exhibits and/or documents that cannot be created and filed electronically exceed two megabytes, they must be filed in components each of which must not exceed two megabytes. A typed double spaced, one inch margin WordPerfect document, 2 mgs. can be over 200 pages, however, for a scanned document at 300 dpi in good quality black and white with no graphics, a 2 mg. document is approximately 30 to 35 pages.

If permission is granted to allow the documents to be filed in paper format, you must present the entire pleading with attachment's to the Clerk's office for handling. You must also submit a copy for the Judge, and a copy must be served on all parties in the case.



---

6. **Linking Documents**

If your document refers to an existing document in the case, click on the box to the left of “Refer to existing event(s)?”

**Motions**

6:03-cv-00926-PCF-KRS Affordable Tire, Inc. v. Eldan Scandinavian Recycling et al

Select document to be amended/corrected.

☐ Refer to existing event(s)?

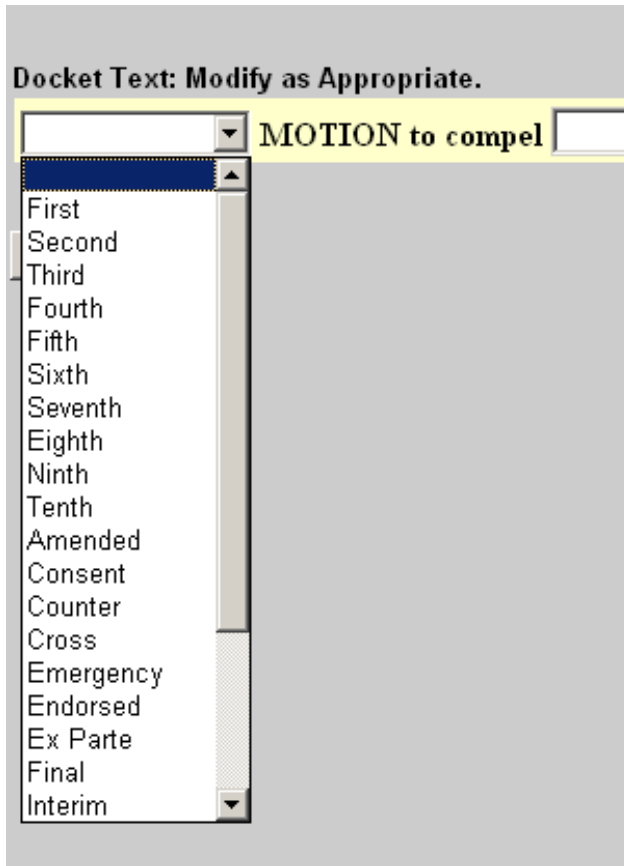
Filed  to

Documents  to

- Scroll through the list of pre-existing documents, and click on each that apply.
- Scroll down and click on  .

---


## 7. Modify docket text



- Some events will give you the option to add a modifier to the beginning of the text. Click on the drop-down list and select the correct modifier, if necessary:

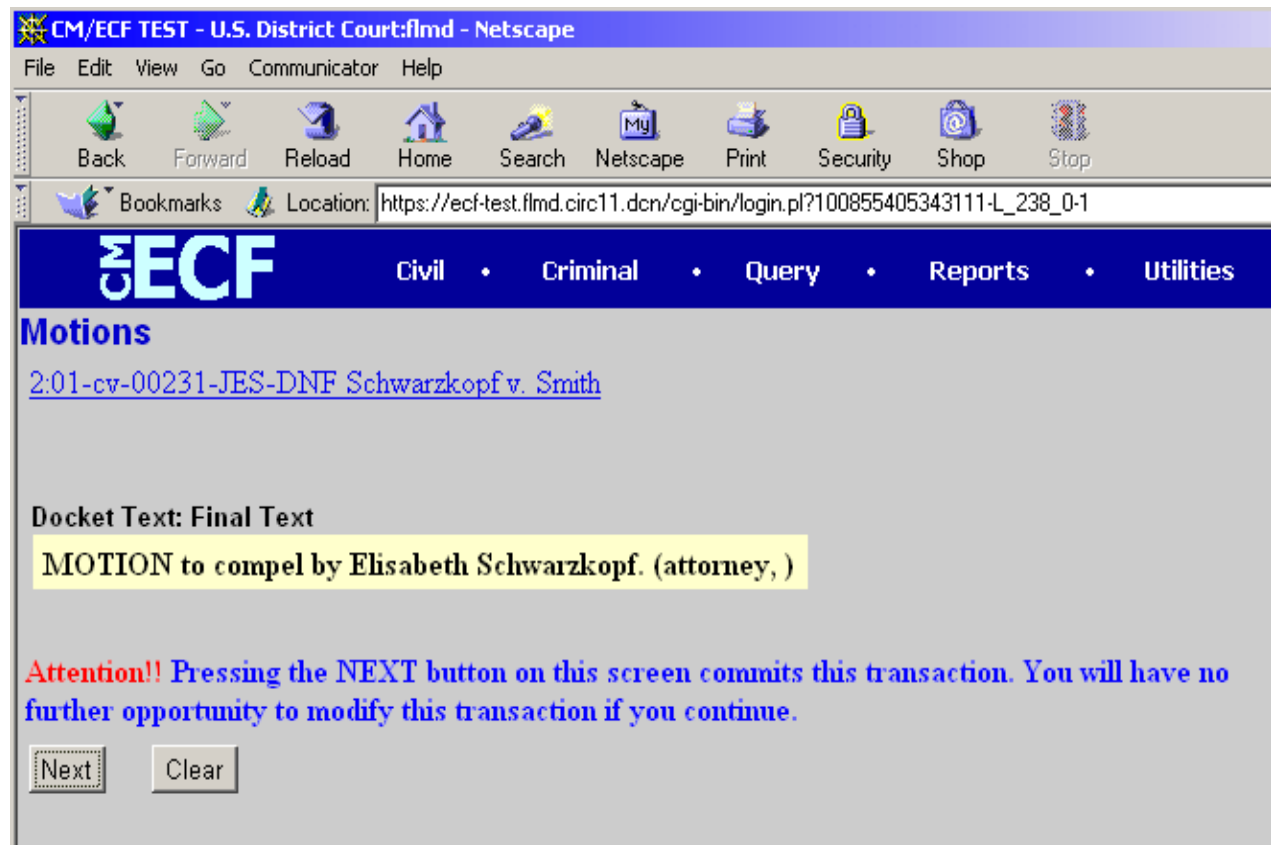
- 
- 
- Many events will also provide an area for additional text. Click on the white box (open text area) to the right of the description of the document you are filing and type in any additional description, if appropriate. The field will accept up to 256 characters.



The screenshot shows a web interface for filing motions. At the top, there is a blue header with the word "Motions" in white. Below the header, the case name "2:01-cv-00231-JES-DNF Schwarzkopf v. Smith" is displayed in blue text. A section titled "Docket Text: Modify as Appropriate." contains a dropdown menu with a blue background and a white arrow, followed by the text "MOTION to compel". To the right of this text is a white text input box. Further right, the text "by Elisabeth Schwarzkopf . (attorney, )" is displayed. Below the input box, there is a small black triangle pointing upwards. At the bottom left, there are two buttons: "Next" and "Clear". To the right of these buttons, the text "type additional text here" is displayed.

- When finished, click on  .

## 8. Submit the Pleading

- Give final approval and file the document by following instructions on the following screen.




- To modify a previous screen, click on  at the top of the Netscape screen to find the screen to be modified.
- When you arrive at the **Final Approval** screen, if the entry is correct, scroll down and click on .
- To abort the entry, click on **Civil** to restart.

## 9. Notice of Electronic Filing

- After final approval is given, the next screen displays the official filing receipt.



**NOTE: The above example is one screen, however, you have to scroll down to get all the information available.**

- This screen gives you confirmation that the system has received the entry, and the document is now an official court document. It also tells you the date and time your transaction was received by the court, the number assigned to the document, and any docket text. For future reference, please note this number on the PDF document file. Scroll down to view the entire receipt.
- To print out the receipt, click  on the Netscape Toolbar.
- To save the receipt, click on **File** at the top of the Netscape screen, and select **Save Frame As...**

- 
- 
- If parties are not receiving notice electronically, it is your responsibility to serve them with hard copies of all documents and attachments at the address listed under “ Notice will be delivered by other means to:”

### **Submitting a Proposed Order**

No proposed order shall be submitted unless authorized by the court. If authorized, a proposed order shall be submitted as follows:

- a. A electronically submitted proposed order shall not be combined with the motion into one document. The proposed order must be submitted by e:mail and refer to the document number of the motion. The Judge’s e:mail address can be found at the Court’s website: [www.flmd.uscourts.gov](http://www.flmd.uscourts.gov).
- b. Any proposed order must be submitted in a format compatible with WordPerfect. The Judge will not accept a proposed order in .pdf format.

### **Filing Proposed Documents**

If the document you wish to file requires leave of court, such as an amended complaint or a document to be filed out of time, the proposed document shall be attached as an exhibit to the motion. If your motion is granted, the order will direct you to electronically file your document with the court.

### **Filing Other Types of Documents**

To file a document other than a motion or application, make the appropriate selection from the Other Filings menu. The screens that follow will be very similar to those described above for filing a motion.

### **E-Mail Notification When Documents are Filed**

Attorneys associated with ECF cases will be automatically notified by e-mail and receive the Notice of Electronic Filing when a document is filed in those ECF cases, provided they have an Internet e-mail address.

You will be notified of any activity in the cases you requested.

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## Filing Documents for Criminal Cases

There are eleven basic steps involved in filing a criminal document:

1. Select the type of document to file (see Attorney Events List);
2. Enter the case number in which the document is to be filed;
3. Designate the defendant that the filing relates to;
4. Verify that the case number and caption are correct;
5. Designate the party(s) filing the document;
6. Select the appropriate motion you are filing;
7. Specify the PDF file name and location for the document to be filed;
8. Add attachments, if any, to the document being filed;
9. Modify docket text as necessary;
10. Submit the pleading to ECF; and
11. Receive the notification of electronic filing.

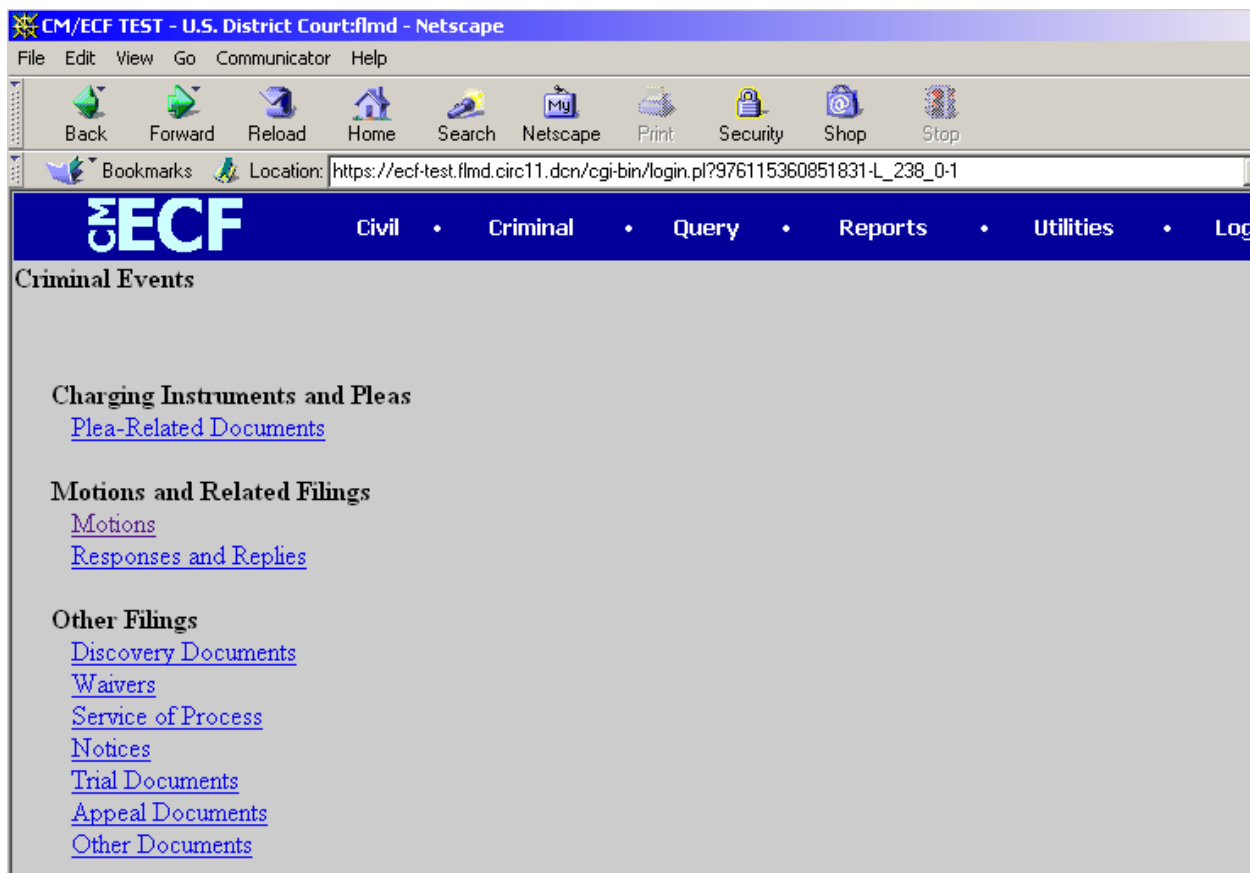
After successfully logging into ECF, follow these steps to file a pleading.

### 1. Select the type of document to file

Select **Criminal** from the blue menu bar at the top of the ECF screen. The Criminal Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a Motion in ECF. The process is similar for filing other pleadings in ECF.



Click on **Motions**, Under **Motions and Related Filings**



**2. Enter the case number in which the document is to be filed**

A new Motions screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on [Next]. If the number is entered incorrectly, click [Clear] to re-enter. If the computer prompts that you entered an invalid case number, click on [Back] to re-enter.

A screenshot of the "Motions" screen. It has a blue header with the "ECF" logo and navigation links: Civil, Criminal, Query, and Reports. The main content area is titled "Motions" in blue. Below this, there is a "Case Number" label above a text input field. To the right of the input field, a yellow box contains the text: "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". At the bottom of the form are two buttons: "Next" and "Clear".



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3. **Designate the defendant that the filing relates to**

Click in the boxes to place a check next to each defendant's name that this filing relates to. If it relates to all defendants in the case, check the box for All Defendants and leave the other boxes unchecked. When finished selecting defendants, click on [Next].

**Motions**

*Make appropriate selections*

☐ 6:02-cr-00050-GKS-DAB-1 - Juan Padilla  
☐ 6:02-cr-00050-GKS-DAB-2 - Edmundo Castro  
☐ 6:02-cr-00050-GKS-DAB-3 - Jonathan Daniel Briggs  
☐ 6:02-cr-00050-GKS-DAB-4 - Robert Dean Stephenson  
☐ 6:02-cr-00050-GKS-DAB-5 - September Ree Higgins

☐ All defendants

Next Clear

4. **Verify the case number and caption are correct**

5. **Designate the party(s) filing the document**

Highlight the name of the party or parties filing the motion. Click on the [Next] button.

**Motions**

6:02-cr-00050-GKS-DAB USA v. Padilla et al

Select the filer.

Select the Party:

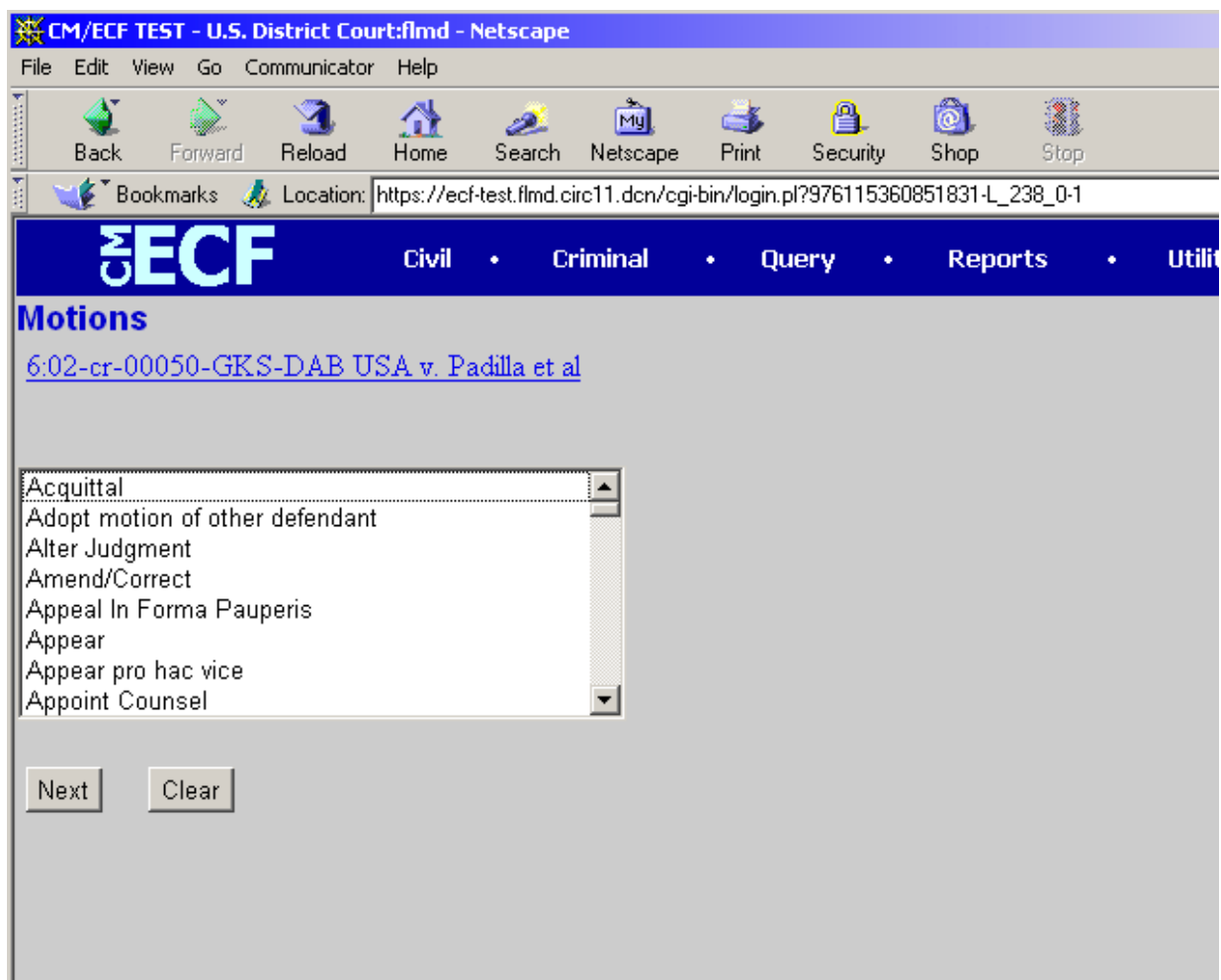
USA, [Plaintiff]  
Padilla, Juan (1) [Defendant]  
Castro, Edmundo (2) [Defendant]  
Briggs, Jonathan Daniel (3) [Defendant]  
Stephenson, Robert Dean (4) [Defendant]  
Higgins, September Ree (5) [Defendant]

Next Clear

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6. **Select the appropriate motion you are filing**

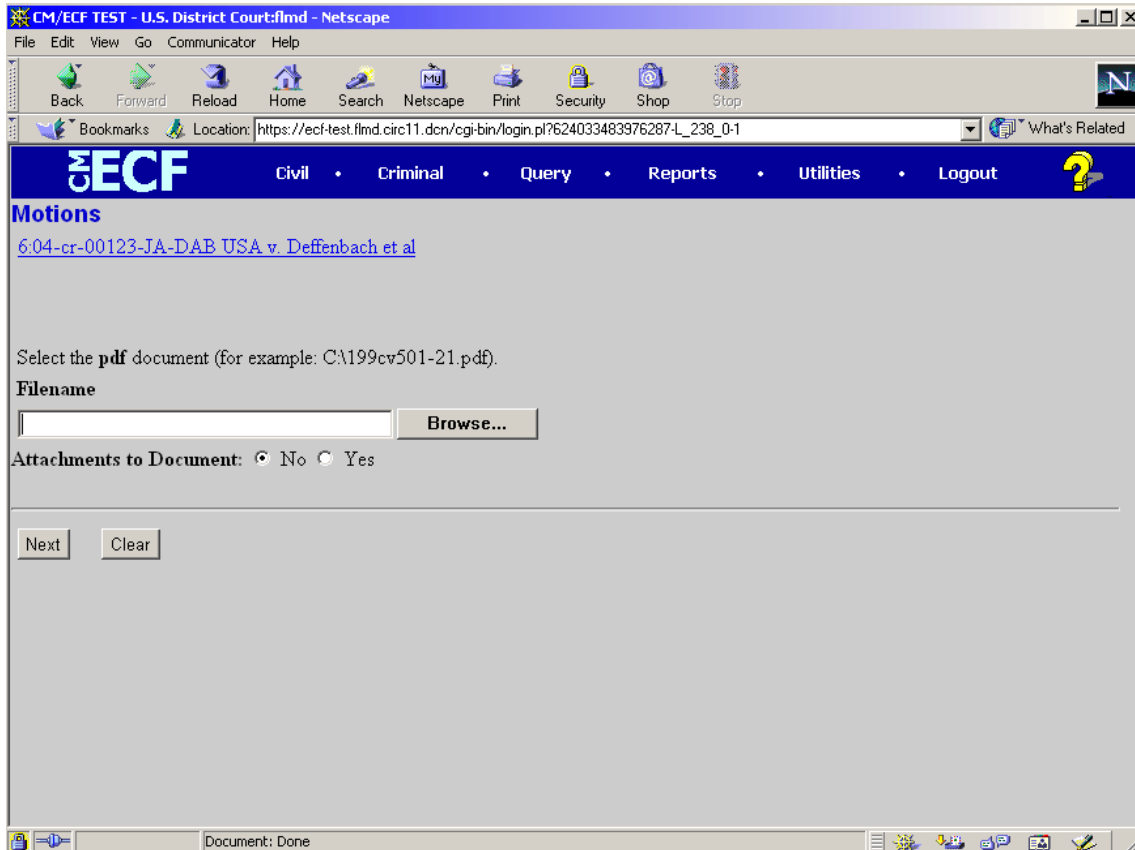
The Motions screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion or application you wish to file.



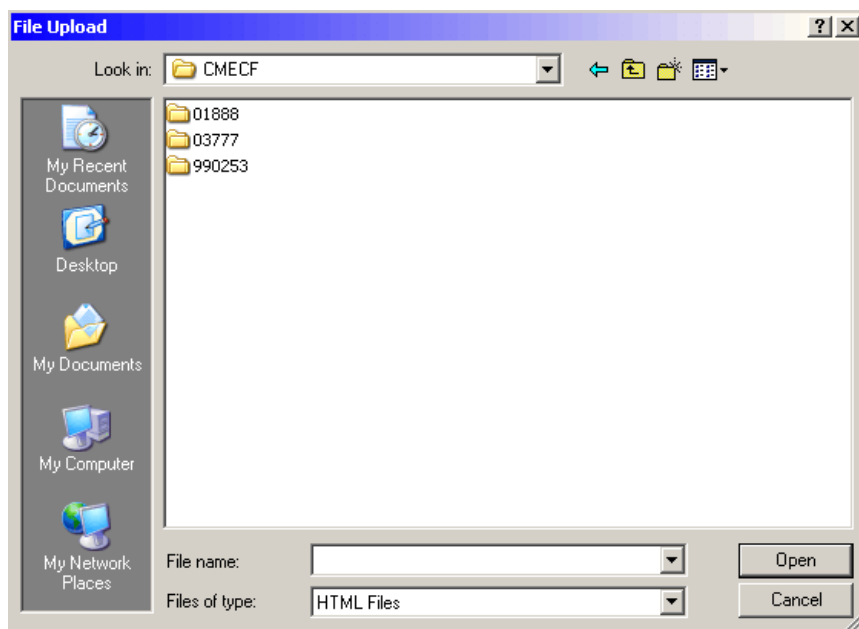
7. **Specify the PDF file name and location for the document to be filed**

ECF accepts the party or parties you selected and refreshes the screen to display the new **Motions** screen displayed on the following page. ECF displays a field for locating and entering the new PDF file of the document (pleading) you are filing in ECF.

Note: It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **MUST** reside in PDF format. Otherwise, ECF will not accept the document and users will be unable to retrieve and read your document from within ECF.



- Click on the [Browse] button. ECF opens the following screen:



- 
- If necessary, change the **Files of type** from:



to:



or



- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF.

**Note: In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a quick menu and left mouse click to [open]. Your PDF reader will launch and open the PDF document you selected. You should view your document to verify that it is the correct document.**

- Once you have verified that the document is correct, close your PDF reader, and click on the **[Open]** button in the lower right corner of the File Upload window. ECF closes the File Upload screen and the PDF file name and location in the **Motions** screen.
- If there are no attachments to the motion, click on the **[Next]** button. A new **Motions** window opens. Go to Section 6, **Modifying Docket Text**, to proceed with your filing.
- If you have Attachments to your motion, you will select **[Yes]** on the screen depicted on the previous page. Click on the **[Next]** button and proceed to the first step in **Section 7 - Adding Attachments to Documents Being Filed**.
- ECF will not permit you to select a file for your pleading that is not in PDF format. If you do select the wrong document, click on the **[Back]** button and ECF will return to the Motions screen. Select and highlight the PDF file of your pleading and proceed as before.



### Failure to Select A Document to File

If you fail to select a document to file with your pleading, ECF will display the error message depicted above.

- Click **[OK]** from the screen depicted above, and ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document.

### 8. Add attachments to documents being filed

If you acknowledged the need to attach documents to your motion during the previous step, a new **Motions** screen appears.

- Click on **[Browse]** to search for the document file name of the attachment.

Next to the field for attachment **Type**, click on the arrow and ECF opens a pulldown screen. Highlight the type of attachment from the displayed selection.

- To describe the attachment more fully, click in the Description box and type a clear and concise description of the attachment.
- Click on **[Add to List]**.

ECF adds the selected document as an attachment to the pleading. A new Motions screen opens to display the file name of the newly attached document.

- Repeat the sequence for each additional attachment.
- After adding all the desired PDF documents as attachments, click on the **[Next]** button.

### **When attachments and exhibits are in paper format**

Attachments and exhibits that cannot be created and filed electronically and are greater than 10 pages in length, upon leave of court, may be submitted in paper format. Present the entire pleading with attachments to the clerk's office for handling.

**Note: For moderate length paper attachments, consider dividing them into two or three more smaller attachments, and then scan and file them electronically.**

## **9. Modify the docket text**

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with links for Civil, Criminal, Query, Reports, and Utilities. Below this, the page is titled "Motions" and displays the case number "6:04-cr-00123-JA-DAB USA v. Deffenbach et al". The main section is labeled "Docket Text: Modify as Appropriate." and contains a form with a dropdown menu, a text input field, and a text area. The dropdown menu is set to "MOTION for Acquittal" and the text input field contains "by Donald Deffenbach ,". The text area contains "Delia Delight . (Attachments: # (1) Exhibit) (attorney, )". Below the form are two buttons: "Next" and "Clear".

- Click on the drop down box to open a modifier list. Select a modifier if appropriate.
- Click in the open text area to type additional text for the description of the pleading.

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## 10. Submit the pleading

- Click on the [Next] button. A new Motions window appears with the complete text for the document entry.

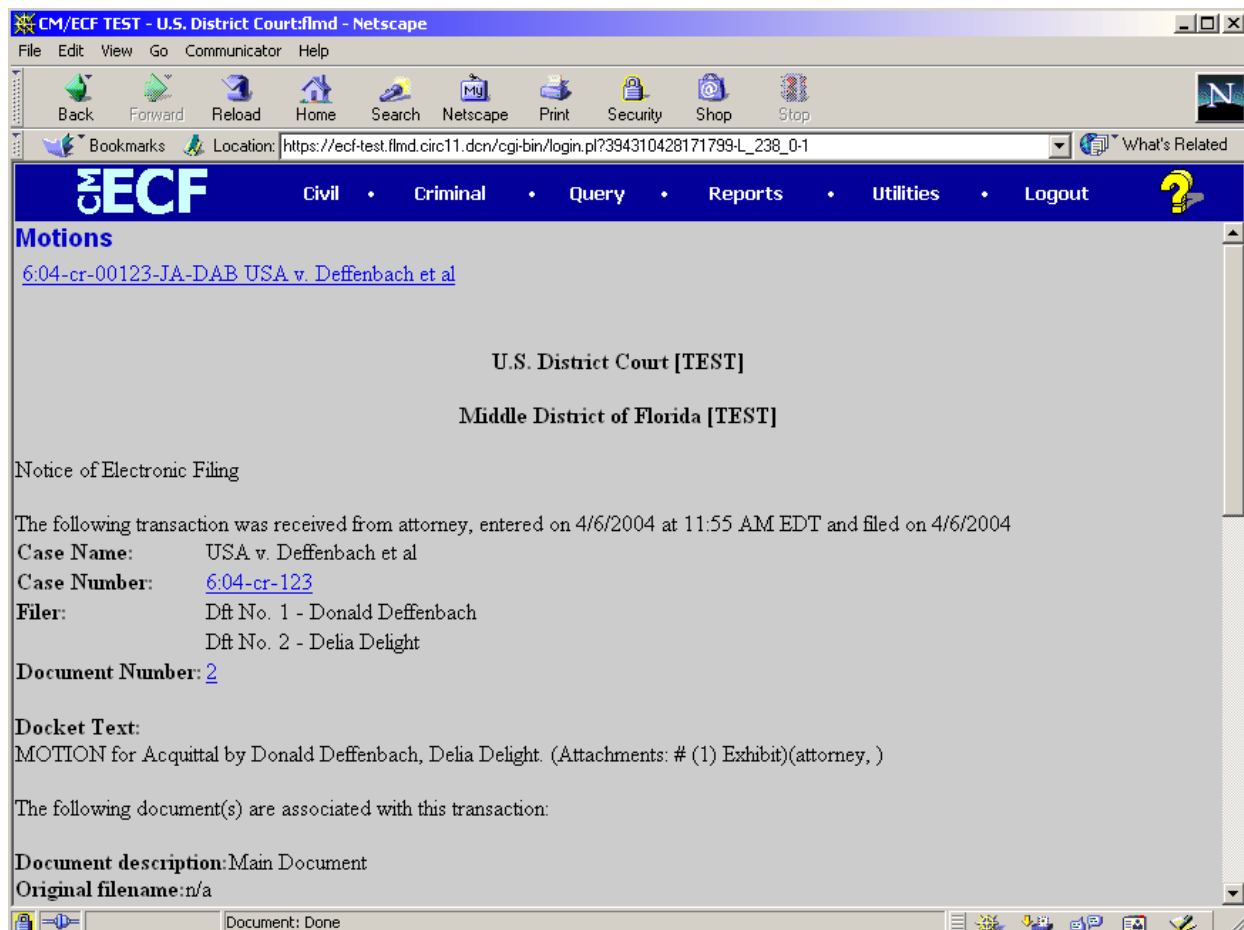


The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, and Utilities. Below this is a grey header area with the title "Motions" and a blue hyperlink "6:04-cr-00123-JA-DAB USA v. Deffenbach et al". The main content area has a label "Docket Text: Final Text" followed by a yellow highlighted box containing the text "MOTION for Acquittal by Donald Deffenbach, Delia Delight. (Attachments: # (1) Exhibit)(attorney, )". Below this is a red "Attention!!" warning in blue text: "Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." At the bottom are two buttons: "Next" and "Clear".

- Review the docket text and correct any errors. If you need to modify the data on a previous screen, click the [**Back**] button on the Netscape toolbar to find the screen you wish to alter.
- Click on the [**Next**] button to file and docket your pleading.

## 11. Notice of Electronic Filing

ECF opens a new **Motions** screen, shown on the following page, displaying an ECF filing receipt.



- The screen depicted above provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.
- Select **[Print]** on the Netscape Toolbar to print the document receipt.
- Select **[File]** on the Netscape menu bar, and choose **Save Frame As** from the drop-down window to save the receipt to a file on the hard drive of your computer.

**Note: The Notice of Electronic Filing represents your Certificate of Service. The Court strongly urges you to copy it to a file on your computer's hard drive, print it, and retain a hard copy in your personal files.**



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- ECF will electronically transmit the Notice of Electronic Filing to the attorneys and parties to the case who have supplied their E-Mail addresses to the Court. The ECF filing report also displays the name and addresses of individuals who will not be electronically notified of the filing. It is the filer's responsibility to serve hard copies of the pleading and the Notice of Electronic Filing to attorneys and parties who are not set up for electronic notification.

#### **E-Mail Notification of Documents That Were Filed**

After a pleading is electronically filed, the ECF System sends a Notice of Electronic Filing to the designated attorneys and parties who have supplied their E-Mail addresses to the Court. Only attorneys of record in the case are able to view pleadings in Criminal cases via the internet. Attorneys in multi-defendant cases can only view, via the internet, those filings which relate directly to the party they represent. All other pleadings may be viewed at the courthouse. Individuals who receive electronic notification of the filing are permitted one "free" look at the document by clicking on the associated hyperlinked document number embedded in the Notice of Electronic Filing. The filer is permitted one free look at the document also. The Court strongly urges you to copy the Notice of Electronic Filing and pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

**Note: It is the responsibility of the filer to send hard copies of the pleading and Notice of Electronic Filings to attorneys and pro se parties who have indicated they do not have E-Mail accounts established with the Court.**

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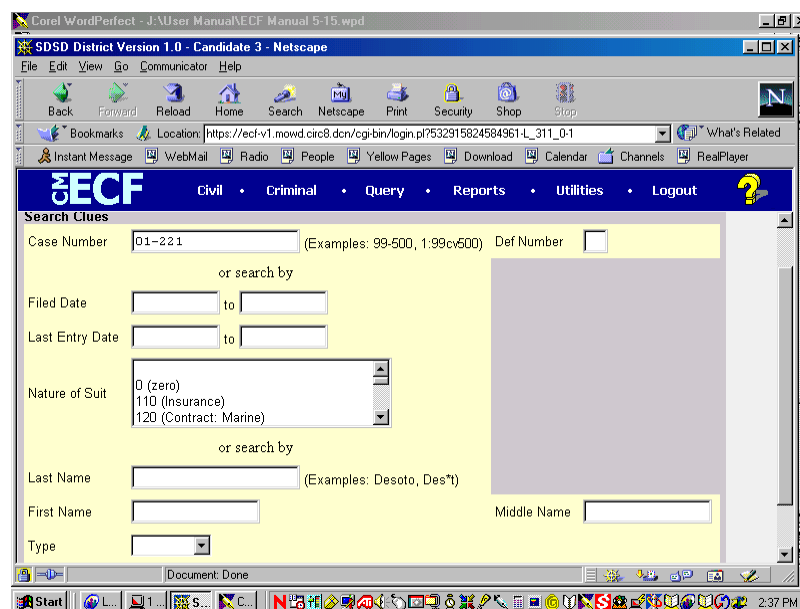
## Query Feature

Registered participants should use this feature to query the ECF system for specific case information. To enter the Query mode, click on Query from the menu bar of ECF.



ECF opens the **PACER Login** screen. You must enter your PACER login and password before ECF will permit you to query the ECF database.

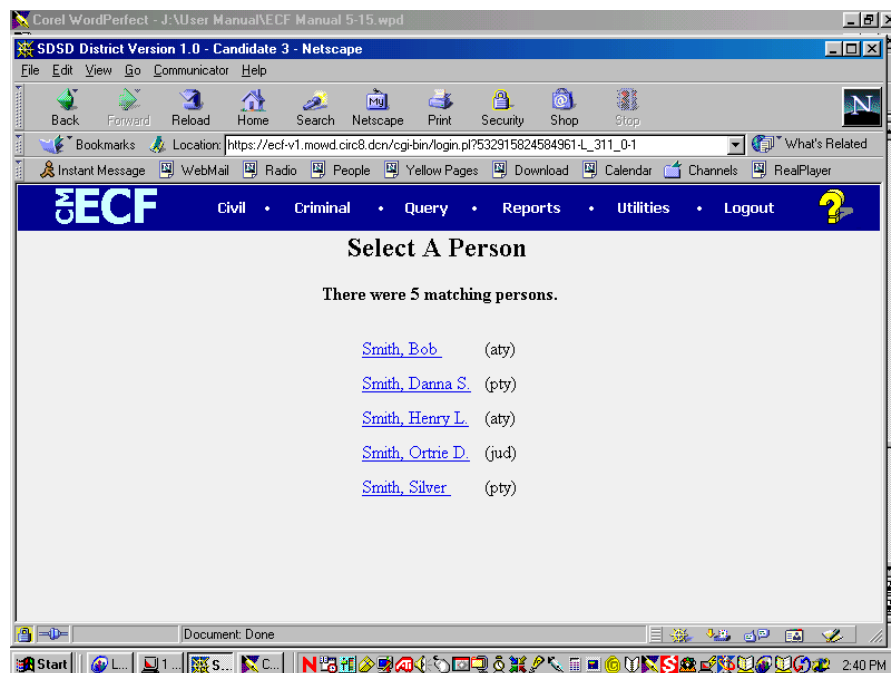
After you enter your PACER login and password, ECF opens a Query data entry screen as depicted below.

A screenshot of a Netscape browser window displaying the ECF Query data entry screen. The browser title is "SDSD District Version 1.0 - Candidate 3 - Netscape". The address bar shows "https://ecf-v1.mowd.circ8.dcn/cgi-bin/login.pl?5329158245849614\_311\_0-1". The ECF menu bar is at the top. The main content area has a yellow background and is titled "Search Clues". It contains several search criteria fields: "Case Number" with the value "01-221" and examples "99-500, 1:99cv500"; "Filed Date" and "Last Entry Date" with "to" fields; "Nature of Suit" with a dropdown menu showing "0 (zero)", "110 (Insurance)", and "120 (Contract: Marine)"; "Last Name" with examples "Desoto, Des\*"; "First Name"; "Middle Name"; and "Type". A "Def Number" field is also present. A large grey rectangular area is on the right side of the form. The browser's status bar at the bottom shows "Document: Done" and the time "2:37 PM".

If you know the number that the Court has assigned to the case, enter it in the Case number field, and click on the [Run Query] button.

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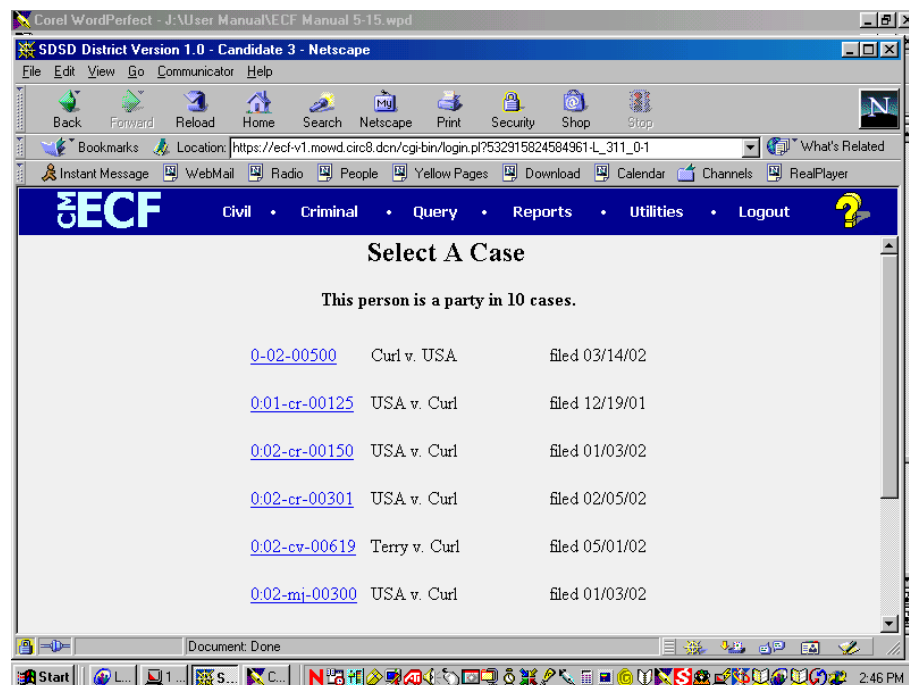
You may also query the ECF database party name or attorney name. Enter the last name of the party in the appropriate field. If more than one person with that name exists in the database, ECF returns a screen from which you may select the correct name.



If you click on the name of the party you want, ECF will open the query screen depicted below.



If the individual is a party to one than one case, ECF will open a screen listing all of that party's cases. Click on the appropriate case number hyperlink, and ECF opens the query screen shown above.



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You may also query a case by Nature of Suit. You must enter a range for either the filed date or the last entry date in order for the query to run. To search for all cases of a certain type, use the date 1/1/1970 as the “beginning of time.” When you run the query, if there is more than one case that meet those criteria, you will get a screen similar to the one above.

After querying the database by case number, name, or nature of suit, ECF opens the Query window for the specific case you selected - as shown on the bottom of the previous page.

At the top of the Query window, ECF displays the case number, parties to the case, presiding Judge, date that the initial claim was filed, and date of the last filing for the case. You may choose specific case information from a large list of query options by clicking on the appropriate hyperlinked name on the screen. The following paragraphs describe several of the available case-specific query options.

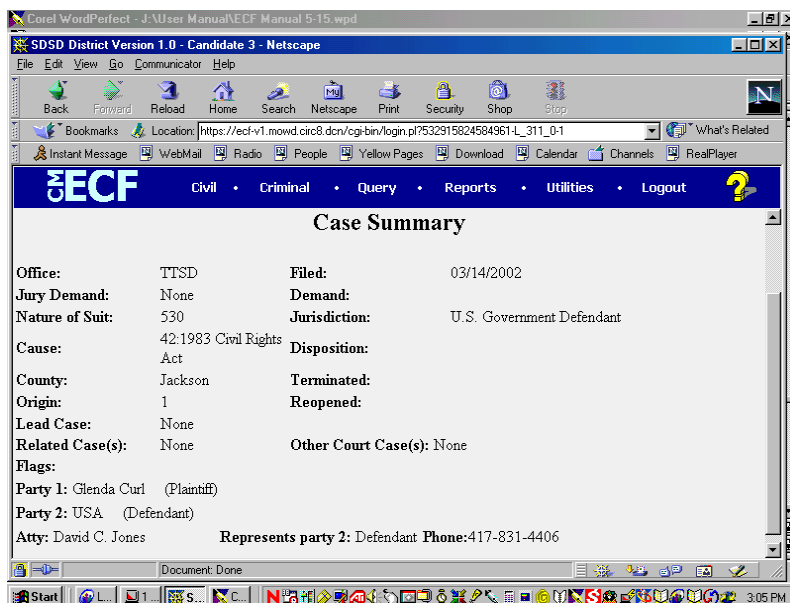
### **Attorney**

Displays the names, addresses, and telephone numbers of the attorneys who represent each of the parties to the case.

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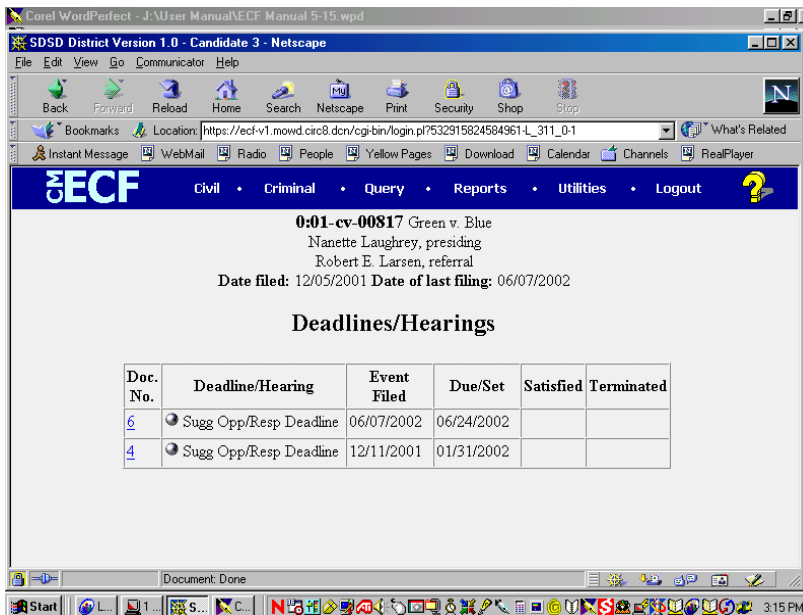
## Case Summary

Provides a summary of current case-specific information as represented below.



## Deadlines/Hearings

Produces a screen that allows you to query the database by various means to obtain hearing and other schedule deadlines. If you query as illustrated below, ECF opens the screen depicted below.



At the Deadlines/Hearings screen, you can click on a document number to display the actual document that created the deadline.

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## Docket Report

When you select Docket Report, ECF opens the Docket Sheet screen as depicted below.

Case Number  
0-01-cv-817 Green v. Blue

☐ Filed  to   
☐ Entered  to

Documents  to

☐ Public docket  
☒ Include terminated parties  
☒ Include links to Notice of Electronic Filing  
☒ Include List of Parties and Counsel

Sort by

You may select a range for your docket report as well as a range of document numbers. If you leave the range fields blank, ECF will default to display the entire docket report. Place a checkmark in the box to Include links to Notice of Electronic Filing if you wish to view them from the docket sheet. After you have selected the parameters for your report, click on the **[Run Report]** button. ECF will run your custom docket report and display it in a window as depicted below.

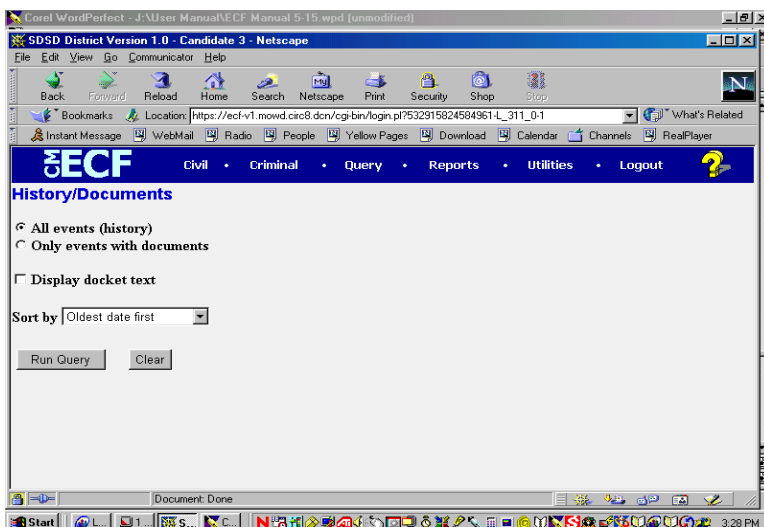
12/11/2001	1	COMPLAINT against John Blue (Filing fee \$ 150 ) , filed by Lina Green (Naname, Jane) (Entered: 12/11/2001)
12/11/2001	2	CERTIFICATE OF SERVICE by Lina Green re 1 Complaint (guestATTY, ) (Entered: 12/11/2001)
12/11/2001	3	ANSWER to Complaint with Jury Demand, COUNTERCLAIM against Lina Green by John Blue (Attachments: # (1) Appendix)(guestATTY, ) (Entered: 12/11/2001)
12/11/2001	4	MOTION for Summary Judgment by Lina Green . Responses due by 1/31/2002 (Naname, Jane) (Entered: 12/11/2001)
12/11/2001	5	RESPONSE to Motion re 4 MOTION for Summary Judgment filed by John Blue . (Attachments: # (1) Affidavit)(Naname, Jane) (Entered: 12/11/2001)
06/07/2002	6	First MOTION to Appoint Counsel as Requested filed by Jane guestATTY on behalf of John Blue (Attachments: # (1) Affidavit)(Naname, Jane) (Entered: 12/11/2001)

The document numbers listed on the screen on the previous page are hyperlinks to PDF files of the actual documents. Place the pointer of your mouse on the button next to the document number and click to display the Electronic Notification Report for that particular document.

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## History/Documents

This selection queries the database for case event history and documents associated with the case. After you click on the History/Documents hyperlink, ECF opens the screen depicted below.



You may select the sort order for the query report and choose display all events or only those with documents attached. ECF also offers you the option to display the docket text in the report. After making your selections, click on the [Run Query] button. ECF queries the database and builds your report.

A screenshot of the ECF report results displayed in the Netscape browser. The report is a table with columns for event number, date, description, and document details. The events are listed in reverse chronological order. The "Docket Text" column provides additional context for each event. The browser's status bar shows the time as 3:39 PM.

1	Filed & Entered:	12/11/2001	Complaint	cmp cmp	10
Docket Text: COMPLAINT against John Blue (Filing fee \$ 150.) , filed by Lina Green (Noname, Jane)					
2	Filed & Entered:	12/11/2001	Certificate of Service	service certsvc	12
Docket Text: CERTIFICATE OF SERVICE by Lina Green re [1] Complaint (guestATY, )					
3	Filed & Entered:	12/11/2001	Answer to Complaint	answer ans	18
Docket Text: ANSWER to Complaint with Jury Demand, COUNTERCLAIM against Lina Green by John Blue. (Attachments: # (1) Appendix)(guestATY, )					
3	Filed & Entered:	12/11/2001	Counterclaim	cmp counter	19
Docket Text: ANSWER to Complaint with Jury Demand, COUNTERCLAIM against Lina Green by John Blue. (Attachments: # (1) Appendix)(guestATY, )					
4	Filed & Entered:	12/11/2001	Motion for Summary Judgment	motion motion	21

This particular report lists all of the events and documents associated with the case in reverse chronological order. It also displays the docketing text for all docketed events.

You may view a PDF file of the actual documents by clicking on the document number in the far-left column of the onscreen report.



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## Other Queries

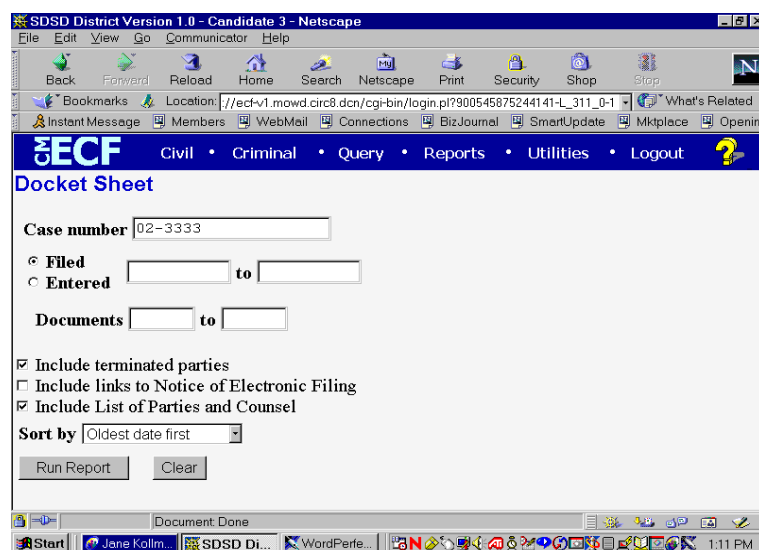
The process for selecting and running other queries in the **Query** feature of ECF is similar to what has been described above.

## Reports Feature

The **Reports** feature of ECF provides the user with several report options. If you select **Civil/Criminal Cases Filed** or **Docket Sheet** from this screen, ECF will ask you to login to PACER. **For criminal cases, you must enter your Court login and password and then your PACER login and password before you can look at a docket sheet. This process is required due to the fact that criminal documents are only viewable by the specific attorneys associated with the case.** You may view Court **Calendar Events** for a case without logging into PACER.

### Docket Sheet

Click on the Docket Sheet hyperlink, and ECF will open to a PACER login screen. Enter your PACER login and password. Click on the [Login] button and ECF will open the Docket Sheet report query window.



The screenshot shows a Netscape browser window titled "SDSD District Version 1.0 - Candidate 3 - Netscape". The address bar shows the URL: "http://ecf-v1.mowd.circ8.dcn/cgi-bin/login.pl?900545875244141-L\_311\_0-1". The page has a blue header with the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Logout. The main content area is titled "Docket Sheet" and contains the following fields and options:

- Case number: 02-3333
- Filed:  to
- Entered:  to
- Documents:  to
- ☒ Include terminated parties
- ☐ Include links to Notice of Electronic Filing
- ☒ Include List of Parties and Counsel
- Sort by: Oldest date first
- Run Report button
- Clear button

The status bar at the bottom shows "Document: Done" and the taskbar includes icons for Start, Jane Kollm..., SDSD Di..., WordPerfe..., and a clock showing 1:11 PM.

This is the same query window that ECF displayed when you selected Docket Report from the Query feature earlier in this manual. Enter the case number for your docket sheet in the Case Number field. Select parameters for the remainder of the data entry fields and click on the [Run Report] button. ECF will display a full docket sheet for the case you selected. See the Query feature section of this manual for a depiction of a partial docket sheet report. If you do not need a complete docket sheet, you can narrow the query using the date filed/entered fields. ECF also offers various sorting options from the Docket Sheet query screen.

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## Civil/Criminal Cases Filed Report

The **Cases Filed** report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range, associated to a particular judge, or both. When you click on the **Cases Filed** hyperlink, ECF displays the query screens below.

### Civil Cases

The screenshot shows the ECF Civil Cases Report query screen. The interface includes a menu bar with 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Logout'. The 'Civil' menu is selected. The main form contains several fields for filtering cases: 'Office' (TTSD, Jefferson City), 'Case type' (Civil, Miscellaneous), 'Nature of suit' (0 (zero), 110 (Insurance)), 'Judge' (England, James C., Fenner, Gary A.), 'Case flags' (APPEAL, BCOST), 'Filed' (6/28/2002 to 7/30/2002), 'Entered' (6/28/2002 to 7/30/2002), 'Closed' (empty), 'Terminal digit(s)' (2, 4, 7), and 'Sort by' (Case Number). There are checkboxes for 'Open cases' and 'Closed cases'. The bottom of the screen shows a taskbar with various application icons and a system clock displaying 12:55 PM.

### Criminal Cases

The screenshot shows the ECF Criminal Cases Report query screen. The interface includes a menu bar with 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Logout'. The 'Criminal' menu is selected. The main form contains several fields for filtering cases: 'Office' (TTSD, Jefferson City), 'Case types' (Criminal, Magistrate Judge), 'Judge' (England, James C., Fenner, Gary A.), 'Filed' (6/28/2002 to 7/30/2002), 'Entered' (6/28/2002 to 7/30/2002), 'Closed' (empty), 'Case flags' (APPEAL, BCOST), 'Terminal digit(s)' (2, 4, 7), and 'Sort by' (Case number). There are checkboxes for 'Pending defendants', 'Terminated defendants', and 'Fugitive defendants'. The bottom of the screen shows a taskbar with various application icons and a system clock displaying 12:56 PM.

Note: If you are not logged into **PACER**, ECF will display the **PACER** login screen. Login to **PACER** and ECF will open the **Cases Filed Report** screen.. Remember, for criminal cases you must use your Court login and password, and then also enter your PACER login and password to access a docket sheet or document.

Enter the range of case filing dates for your report and select a presiding judge, if you wish to narrow your search. If you enter a date range and do not select a judge, ECF will display all of the cases filed within your date range for all judges. If you choose a judge and leave the date fields blank, ECF will display all of the cases opened in ECF for the judge that you selected. If you leave all fields blank, ECF will display a report for all cases opened in ECF.

Case Number/ Title	Date Filed/ Reopened/ Added	Date Closed/ Reclosed	Days Pending	Notes
<a href="#">00-01624</a> USA v. Vo	Filed: 07/24/2002		7	Cause: 8:1446 Petition for Naturalization Hearing NOS: Other Statutory Actions Office: TTSD Presider: Dean Whipple Jury demand: None Case Flags: TERMED
<a href="#">00-01786</a> USA v. Seltzer	Filed: 07/17/2002		14	Cause: 28:1345 Default of Promissory Note NOS: Contract: Recovery Student Loan Office: TTSD Presider: Dean Whipple Jury demand: None
<a href="#">01-02209</a> Tahne et al v. Ticks et al	Filed: 07/16/2002		15	Cause: 28:2410 Quiet Title NOS: Energy Allocation Act

The far-left column of the **Cases Filed** report contains hyperlinked case numbers. If you click on a particular case number, ECF opens the **Docket Sheet** report window from which you can retrieve the docket sheet for the selected case. Follow the instructions in the previous section for a **Docket Sheet** report.

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## Utilities Feature

The **Utilities** feature provides the means for registered users to maintain their account in ECF and to view all of their ECF transactions.

### Maintain Your Account

This section of the Utilities feature provides you the capability to maintain certain aspects of your ECF account with the Court and to view a log of all of your transactions within ECF. Click on the Maintain Your Account hyperlink to open the Maintain User Account information screen.

This screen displays all of the registration information that is contained within the ECF database for your account with the Court. This includes Bar Identification and Bar Status.

**ECF** Civil • Criminal • Query • Reports • Utilities • Logout ?

**Maintain User Account**

Last name  First name

Middle name  Generation

Gender  ATY Type

Title  Type

Bar number

Prisoner id

Office

Unit

Address 1

Address 2

Address 3

City  State  Zip

Country  County

Phone  Fax

Initials  DOB  AO code  End date

Civil ref style  Criminal ref style

Date sworn  Status

Clicking on the [E-Mail information] button at the bottom of the previous screen opens the following window.

ECF Civil Criminal Query Reports Utilities

**E-mail information for attorney**

Primary e-mail address attorney@attorneylaw.net

Send the notices specified below

☒ to my primary e-mail address

☐ to these additional addresses

☒ Send notices in cases in which I am involved

☐ Send notices in these additional cases

☒ Send a notice for each filing

☐ Send a Daily Summary Report

Format notices

☒ html format for Netscape or ISP e-mail service

☐ text format for cc:Mail, GroupWise, other e-mail service

Return to Account screen Clear

ECF will E-mail to parties their Notices of Electronic Filing based upon the information entered in this screen. Perform the following steps to enter additional e-mail addresses for individuals that you wish ECF to notify regarding new case pleadings and documents.

- From the screen depicted above, enter a check mark by clicking on the box to the left of the line, which reads “to these additional addresses.”
- Enter the E-mail addresses of those individuals you wish to notify concerning ECF activity. The Court is requesting that you limit the number of additional e:mail addresses to two.
- Stipulate the format of the ECF notices by selecting your choice from the bottom of the screen.
- If you wish to enter completely new information about your account, use the [Clear] button to clear the fields on this screen.

After updating your account information, click on the [Return to Account Screen] button to return to your Maintain User Account screen. ECF returns to the screen depicted on the previous

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To edit or view login information about your account, select the button labeled **More User Information**, from the Maintain User Account screen.

ECF Civil Criminal Query

**More User Information for attorney**

Login	attorney	Last login	04-06-2004 14:35
Password	*****	Current login	04-06-2004 14:35
Prid	4	Create date	12/14/2000
Registered	Y	Update date	03/22/2002
Groups	Attorney		

This screen displays user login information and provides the means to change your ECF password. Notice that ECF displays a string of asterisks in the Password field. To change your ECF password, place your cursor in the Password field and delete the asterisks. Type in your new password. ECF displays the actual characters of your new password as you type. When you have completed your interface with ECF from this screen, click on the [Return to Account Screen] button to reopen the Maintain User Account screen. When you are satisfied that all of your account information is accurate and up-to-date, click on the [Submit] button at the bottom of the Maintain User Account screen to submit your changes to ECF. ECF will notify you on-screen that your updates were accepted. If you changed passwords, you may begin using the new password during your next ECF session.

## View Your Transaction Log

From the Utilities screen, click on the [View your Transaction Log] button. ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report.

ECF Civil Criminal

**View Transaction Log**

Enter the Date Selection Criteria for the Transaction Log Report

Start Date: 1/1/1996 End Date: 4/6/2004

Enter the date range for your report and click on the [Submit] button. ECF displays a report of all your transactions in ECF within the date range you specified for Date Selection Criteria. The following is a sample transaction log report.

Transaction Log			
Report Period: 04/01/2004 - 04/02/2004			
Id	Date	Case Number	Text
125070	04/01/2004 10:28:48	3-04-cv-26	MOTION for summary judgment by DEVELOPMENT, INC., IHS AT CENTRAL PARK VILLAGE, INC., INTEGRATED HEALTH SERVICES AT CENTRAL FLORIDA, INC., INTEGRATED HEALTH SERVICES, INC.. Responses due by 4/12/2004 (Attachments: # (1) Exhibit Deposition# (2) Exhib
125078	04/01/2004 10:39:21	3-04-cv-26	MOTION to change venue by Jane Smith. (attorney, )
125155	04/01/2004 12:51:32	3-04-cv-31	MOTION for summary judgment by DEVELOPMENT, INC., IHS AT CENTRAL PARK VILLAGE, INC., INTEGRATED HEALTH SERVICES AT CENTRAL FLORIDA, INC., INTEGRATED HEALTH SERVICES, INC.. Responses due by 4/12/2004 (Attachments: # (1) Exhibit Deposition of Jane Sm
125192	04/01/2004 16:07:01	3-04-cv-28	MOTION to dismiss Complaint <I>for lack of jurisdiction</I> by DEVELOPMENT, INC., IHS AT CENTRAL PARK VILLAGE, INC., INTEGRATED HEALTH SERVICES AT CENTRAL FLORIDA, INC., INTEGRATED HEALTH SERVICES, INC.. Responses due by 4/12/2004 (attorney, )
125306	04/02/2004 14:45:01	2-01-cv-231	MOTION to compel by Elisabeth Schwarzkopf. (attorney, )

Total Number of Transactions: 5

Use this feature of ECF to review your transactions and to verify that:

- all of the transactions you entered are reflected in the Transaction Log; and
- no unauthorized individuals have entered transactions into ECF using your login name and password.

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## Miscellaneous

ECF provides three Miscellaneous functions within the Utilities feature of the system.

- Legal Research
- Mailings
- Verify a Document

When you click on the **Legal Research** hyperlink from the **Miscellaneous** screen, ECF opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, and Westlaw via the Internet.

Select the **Verify a Document** hyperlink to open a query screen and enter data in the screen fields to locate a particular document attached to a specific case number.

The **Mailings** hyperlink opens a new screen for making or requesting mailings from ECF.

## Logout

After you have completed all of your transactions for a particular session in ECF, you should exit from the system. Click on the Logout hyperlink from the ECF menu bar. ECF will log you out of the system and return you to the ECF login screen.



## Known Problems and Troubleshooting

### Known Problems

#### Converting documents to PDF

If WordPerfect 5.1 or 7.0 is used to write the document, and the document is more than three pages, Adobe Acrobat will not convert all pages to the PDF format. The converted document will have missing pages. Use Adobe Exchange to ensure the integrity of the converted PDF document.



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## **Cannot login to the LIVE System**

A session can only be established using Netscape Navigator 4.7x and 7.0 or Internet Explorer 5.5 and 6.0.

If you are using Netscape Navigator 4.7x or 7.0 or Internet Explorer 5.5 or 6.0 and your password and login have both been correctly typed, and you still cannot login to the system, please call the Court's Help Desk at 1-866-434-3985.

To ensure the documents transmitted have arrived in their entirety, it is important to read the document after it is received by the court. This can be done by viewing the docket sheet for the case and selecting the transmitted document. The number of the transmitted document appears on your electronic filing receipt.

## **Trouble-shooting Hints**

If your login or password is not accepted, please ensure that they are typed correctly. The logins and passwords are case-sensitive.